

GOVERNMENT ARTS COLLEGE

C.MUTLUR, CHIDAMBARAM -608 102

TAMILNADU



ANNUAL QUALITY ASSURANCE REPORT

(2009 -10)

2009-2010

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution

1.1 Name of the Institution	GOVERNMENT ARTS COLLEGE
1.2 Address Line 1	C-MUTLUR
Address Line 2	
City/Town	CHIDAMBARAM CUDDALORE DISTRICT
State	TAMILNADU
Pin Code	608102
Institution e-mail address	gaccdm2014@gmail.com
Contact Nos.	04144-231770
Name of the Head of the Institution:	Dr G.VANANGAMUDI
Tel. No. with STD Code:	04144-231770
Mobile:	9443330730

Name of the IQAC Co-ordinator:

Dr P.R.RAJAKUMAR

Mobile:

9443672544

IQAC e-mail address:

gaccdm2014@gmail.com

1.3 NAAC Track ID

TNCOGN12396

1.4 NAAC Executive
Committee No. & Date:

EC / 36 / 044 dated 20.05.2005

1.5 Website address:

gaccdm.ac.in

Web-link of the AQAR:

<http://www.gaccdm.ac.in/aqar/2009-2010.pdf>

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C++		2005	2010
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

05/11/2012

1.8 AQAR for the year (*for example 2010-11*)

2009-10

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 2006-07 NOT SUBMITTED (DD/MM/YYYY)
- ii. AQAR 2007-08 NOT SUBMITTED (DD/MM/YYYY)
- iii. AQAR 2008-09 NOT SUBMITTED (DD/MM/YYYY)
- iv. AQAR 2009-10 Submitted to NAAC on 02/01/2015

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

VOCATIONAL

1.12 Name of the Affiliating University (for the Colleges)

Thiruvalluvar University, Vellore
TAMILNADU

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	NIL		
University with Potential for Excellence	NIL	UGC-CPE	NIL
DST Star Scheme	NIL	UGC-CE	NIL
UGC-Special Assistance Programme	NIL	DST-FIST	NIL
UGC-Innovative PG programmes	NIL	Any other (<i>Specify</i>)	NIL
UGC-COP Programmes	NIL		

2. IQAC Composition and Activities

2.1 No. of Teachers	11
2.2 No. of Administrative/Technical staff	2
2.3 No. of students	NIL
2.4 No. of Management representatives	NIL
2.5 No. of Alumni	3
2. 6 No. of any other stakeholder and community representatives	2
2.7 No. of Employers/ Industrialists	1
2.8 No. of other External Experts	1
2.9 Total No. of members	20
2.10 No. of IQAC meetings held	2

2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total No International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Motivated the staff members to apply research projects and conduct seminars/conferences / workshops in core areas.
- The IQAC of the college has taken enough initiatives for quality enhancement in the academic and non-academic activities.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

* Attach the Academic Calendar of the year as Annexure.

Plan of Action	Outcome
To promote research, various efforts will be taken in all the segments of research field. Faculty and students will be encouraged to publish their research work in reputed journals and magazines. All the departments of the college are to be motivated to introduce M.Phil (Full Time and Part Time) and Ph.D programmes for promoting research in the respective fields of study.	5 research publications in peer reviewed journals of international level, 1 at the national level and 3 in conference proceedings are published during this year.(2009-10). This is in fact outcome of plan sketched.
To encourage all the departments seminars, conferences, symposia workshops etc., at the college/state level.	State Level Workshop in " Principles & Applications of Quantum Chemistry " conducted by PG & RESEARCH DEPARTMENT of CHEMISTRY on 8th February 2010 for the benefit of more than 100 students all over the state.

2.15 Whether the AQAR was placed in statutory body

Yes

No

Management

Syndicate

Any other body

College Administrative Council

Provide the details of the action taken

It has been decided to carry out following vision and mission of the college more fruitfully, sincerely and efficiently.

- To improve the quality of teaching and learning process up to the national level.
- To achieve more than 90% result in the university examination.
- To promote research activities in the college.
- To create linkages with other front-line educational institutions and industries.
- To propose and achieve academic autonomous status for the institution.
- To provide sincere, punctual, qualified, transparent and duty conscious academic and official activities of one and all involved in the institution

Part – B
Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1	NIL	NIL	NIL
PG	2	3	NIL	NIL
UG	16	2	NIL	NIL
PG Diploma	NIL	NIL	NIL	NIL
Advanced Diploma	NIL	NIL	NIL	NIL
Diploma	NIL	NIL	NIL	NIL
Certificate	NIL	NIL	NIL	NIL
Others – M.Phil.,	1	2	NIL	NIL
Total	20	7	NIL	NIL
Interdisciplinary	NIL	NIL	NIL	NIL
Innovative	NIL	NIL	NIL	NIL

- 1.2 (i) Flexibility of the Curriculum: **CBCS/Core/Elective option** / ~~Open options~~
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	18 UG & 5 PG
Trimester	-
Annual	-

- 1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

- 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

NIL

- 1.5 Any new Department/Centre introduced during the year. If yes, give details.

Business Administration and Tamil departments have been started.
UG courses BBA and B.A TAMIL LITERATUTRE have been started.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
63	50	13	NIL	NIL

2.2 No. of permanent faculty with Ph.D.LL

20

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
12	11	NIL	NIL	NIL	NIL	NIL	NIL	12	11

2.4 No. of Guest and Visiting faculty and Temporary faculty

NIL

NIL

51

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	NIL	8	NIL
Presented papers	NIL	1	NIL
Resource Persons	NIL	NIL	NIL

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Power Point Presentation

Demonstration using Models in science subjects to explain concepts in a better way.

Remedial classes for the up liftment of dull headed students.

Assignments, Seminars and Educational Tours few learning methods.

2.7 Total No. of actual teaching days during this academic year

181

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

As per the guidelines of the affiliating university

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

2

NIL

NIL

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

86

2.11 Course/Programme wise distribution of pass percentage :

UG PROGRAMES

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
B.A., ENGLISH	80	NIL	NIL	11	NIL	14
B.A., ECONOMICS E/M	37	NIL	8	9	4	57
B.A., ECONOMICS T/M	40	NIL	9	10	3	55
B.COM., SHIFT- I	58	NIL	8	37	6	88
B.COM., SHIFT- II	50	NIL	NIL	23	11	68
B.Sc., MATHS E/M	35	NIL	4	NIL	NIL	11
B.Sc., MATHS T/M	29	01	2	1	NIL	14
B.Sc., PHYSICS	23	NIL	7	NIL	NIL	30
B.Sc., GEN.CHEMISTRY	39	NIL	4	4	NIL	21
B.Sc., IND.CHEMISTRY(Shift 1)	32	NIL	9	3	NIL	38
B.Sc., IND.CHEMISTRY(Shift 2)	30	NIL	6	2	NIL	27
B.Sc., BOTANY	23	1	6	7	NIL	60
B.Sc., ZOOLOGY	24	1	21	2	NIL	100
B.Sc., CS SHIFT-I	30	2	18	1	NIL	70
B.Sc., CS SHIFT-II	30	NIL	7	15	NIL	73

PG PROGRAMES:

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
M.A., ENGLISH	3	NIL	NIL	1	NIL	33
M.Sc., CHEMISTRY	26	4	15	NIL	NIL	73

M.Phil., PROGRAMES:

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
M.Phil., CHEMISTRY	9	2	7	NIL	NIL	100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

- IQAC evaluates the teaching and learning process adopted in the college and suggest the following to improve the Teaching and Learning processes
- Teachers shall adopt innovative methods of teaching.
- Teachers shall demonstrate experiments.
- Students shall learn certain things related to the syllabus even though they are not included in the syllabus.
- Staff members shall be motivated to attend in-service training periodically.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	4
UGC – Faculty Improvement Programme	NIL
HRD programmes	NIL
Orientation programmes	6
Faculty exchange programme	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	NIL
Summer / Winter schools, Workshops, etc.	1
Others	NIL

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	16	7	NIL	NIL
Technical Staff	11	5	NIL	NIL

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- All the departments of the college are being motivated to introduce M.Phil (Full Time and Part Time) and Ph.D programmes for promoting research in the respective fields of study.
- IQAC encourages the staff members to apply for minor and major projects.
- IQAC advises both the Faculty and students to publish their research work in reputed journals and magazines.
- IQAC provides information about the various funding agencies, to promote research.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs	NIL	NIL	NIL	NIL

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs	NIL	NIL	NIL	NIL

3.4 Details on research publications

	International	National	Others
Peer Review Journals	3	NIL	NIL
Non-Peer Review Journals	2	NIL	NIL
e-Journals	NIL	1	NIL
Conference proceedings	NIL	3	NIL

3.5 Details on Impact factor of publications:

- ✓ Some of the research papers published by few faculty members have good number of citations
- ✓ Science faculty members normally publish their research papers in reputed international journals with high impact factor.

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	NIL	NIL	NIL	NIL
Minor Projects	NIL	NIL	NIL	NIL
Interdisciplinary Projects	NIL	NIL	NIL	NIL
Industry sponsored	NIL	NIL	NIL	NIL
Projects sponsored by the	NIL	NIL	NIL	NIL
Students research projects	NIL	NIL	NIL	NIL
Any other(Specify)	NIL	NIL	NIL	NIL
Total	NIL	NIL	NIL	NIL

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	NIL	NIL	1	NIL	NIL
Sponsoring agencies	NIL	NIL	NIL	NIL	NIL

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	NIL
	Granted	NIL
International	Applied	NIL
	Granted	NIL
Commercialised	Applied	NIL
	Granted	NIL

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
NIL	NIL	NIL	NIL	NIL	NIL	NIL

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

3

2

3.19 No. of Ph.D. awarded by faculty from the Institution

NIL

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level	NIL	State level	NIL
National level	NIL	International level	NIL

3.25 No. of Extension activities organized

University forum	NIL	College forum	NIL
NCC	NIL	NSS	5
		Any other	NIL

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

Our institution is always proceeding with moral and social responsibilities along with the students as a part of their extension activity. We encourage the faculty members and students to take up various activities dynamically. Awareness Programme for HIV/AIDS, Blood Donation Camp, Cycle Rally to develop tourism etc., have been carried out.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area in sq.meter	16,100	NIL	State Govt	16,100
Class rooms	33	5	State Govt	38
Laboratories	12	1	State Govt	13
Seminar Halls	NIL	NIL	NIL	NIL
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	NIL	1	UGC	1
Value of the equipment purchased during the year (Rs. in Lakhs)	-	7.4	State Fund & UGC	7.4
Others	NIL	NIL	NIL	NIL

4.2 Computerization of administration and library

Efforts of have been taken to computerised the office administration and library management by requesting the state govt for the approval of the proposal.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value Rs	No.	Value Rs	No.	Value Rs
Text Books	19871	14,60,536	700	107,418	20,571	15,67,954
Reference Books	900	300000	30	1000	930	301000
e-Books	NIL	NIL	NIL	NIL	NIL	NIL
Journals	24	16,720	NIL	NIL	24	16,720
e-Journals	NIL	NIL	NIL	NIL	NIL	NIL
Digital Database	NIL	NIL	NIL	NIL	NIL	NIL
CD & Video	NIL	NIL	NIL	NIL	NIL	NIL
Others (specify)	NIL	NIL	NIL	NIL	NIL	NIL

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	72	4	4	NIL	1	3	NIL	NIL
Added	NIL	NIL	NIL	NIL	NIL	NIL	10	NIL
Total	72	4	4	NIL	1	3	10	NIL

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

The Computer Literacy programme run by the Government of Tamil Nadu inside the college campus, conduct regular theory and practical classes regarding computer programmes, MS-Word, Excel, DTP and Internet Access to students and training to teachers. The CLP centre has nearly 25 computers with separate internet connections. Every year the Government of Tamil Nadu conducts examination and certificates are issued to the students regularly.

4.6 Amount spent on maintenance in lakhs :

i) ICT	NIL
ii) Campus Infrastructure and facilities	15
iii) Equipments	0.05
iv) Others	NIL
Total :	15.05

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC suggests constituting the Redressal Committee comprising the Principal, Senior Teachers of the college, Heads of the Departments and other staff members who are socially involved in doing service assist in supporting the students.
- IQAC recommends the administration to create among the students about the various scholarship schemes and other welfare schemes.
- IQAC imparts the necessities of Remedial coaching for SC/ST and minority students conducted with the financial support of the Government of Tamil Nadu and UGC.
- IQAC suggests the effective management of Tutorial system.

5.2 Efforts made by the institution for tracking the progression

- An Associate/Assistant Professor is appointed as a tutor for every class (UG/PG).
- The student's attendance, personal discipline, and his performance in tests and semester examinations are continuously monitored by the tutor. If any problem is identified with any of the students, the tutor gives counselling and guidance as and when needed to keep the student on track.
- Tutor Inform parents about their progression by sending letters
- The college management and the faculty always congratulate and encourage the student achievers to scale new heights.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others (M.Phil.,)
1994	129	3	9

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men	No	%	Women	No	%
	1080	50.6		1055	49.4

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
5	209	3	440	NIL	657	4	275	9	592	NIL	880

Demand ratio 1:2

Dropout % 3.8

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- Efforts have been made to purchase reference books for this type of examination to help the students for better preparation.
- UGC funded Coaching classes are conducted for PG students for NET/SLET examinations and UGC funded remedial courses for the students who need extra coaching.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

- The **Student counselling** extends counselling assistance to students with ailments, academic and social concerns to enable students to function effectively and improve their wellness quotient.
- The **Career Guidance Cell** provides, options regarding higher studies and placements for both undergraduate students and post-graduate students.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
NIL	NIL	NIL	NIL

5.8 Details of gender sensitization programmes

IQAC suggests to develop Women Development Cell is to inspire and equip women to understand the physical, mental and social potential. Personal counselling to the women students bring awareness among college students about the existing legal rights, protection and free counselling available for women.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	NIL	NIL
Financial support from Government	1,242	2,502,663
Financial support from other sources	NIL	NIL
Number of students who received International/ National recognitions	NIL	NIL

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- Efforts have been made to regulate the timely arrival and departure of bus transport since this is one of the major grievances redressed by the students.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- To improve the quality of teaching and learning process to reach the standards of leading institutions at the national level.
- To provide more effective and efficient remedial measures to enhance the quality of teaching and learning.
- To achieve more than 90% result in all the programmes in the university examination.
- To introduce more number of optional and need based PG courses in various programmes.
- To provide and promote research activities in the college.
- To provide and promote consultancy services to the society.
- To create linkages with other front-line educational institutions and industries.
- To propose and achieve academic autonomous status for the institution.
- To provide cost-effective but quality higher education to more number of students at the earliest time-horizon.
- To ensure all stake holders up the institution sincere, punctual, transparent and delivery of quality oriented services by offering good academic governance at the institutional level.

6.2 Does the Institution has a management Information System

- All Government Colleges are under the control of the Director, Directorate of Collegiate Education.
- All the directions and orders in the administrative side and academic permissions are issued by the director's office.
- Academic control is governed by University.
- Regular meetings of the Staff Council are held to discuss and decide on matters relating to academics and administration under the leadership and guidance of the Principal.
- Efficient and effective leadership is carried out through de-centralization in the form of setting up of various policy making bodies such as the Governing Body, the Examination Committee, the Finance Committee, IQAC, Library Committee, Research Committee, Discipline Committee, Anti-Ragging Committee, Placement and career Counselling Cell, Fine arts Committee, and Grievance Redressal Cell.
- The Heads of departments ensure the smooth functioning of the activities of the department in collaboration with other members of the department.
- Communication to the staff members and to the students is sent through circulars.
- Request and applications from the students are routed through the tutor and the heads of the departments to the principal for necessary action; and the action taken on the applications is intimated to the respective students.
- Service records, salary and other benefits due to all the staff members are looked after by the college office.
- The departments maintain registers based on work load, circulars, department activities, tutor-ward meetings, students performance.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- Our college is affiliated to The Thiruvalluvar University, Vellore and so we follow the Curriculum/Syllabus framed by the University Board of Studies for UG/ PG/ M.Phil / Ph.D programmes.
- We are following the Choice Based Credit System (CBCS Pattern) given by the university.
- Relevant and innovative suggestions for the restructuring are discussed by members of Boards of Studies including the staff members of our college to facilitate the process of revision.
- The recommendations of the Boards are brought to the Academic Council and syndicate body for its approval. The syllabus is reviewed and revised as per the guidelines set down by the UGC for curriculum development and restructuring.

6.3.2 Teaching and Learning

- The faculty adopts various approaches, methods, and techniques to teach the syllabus Components keeping in view the academic environment of the class rooms.
- In addition to conventional talk and chalk-board method, LCDs and OHPs are used in teaching.
- Classroom sessions have been made interactive in nature.
- Project/ assignment based learning and student seminars are promoted.

6.3.3 Examination and Evaluation

- Choice Based Credit System is introduced by the Thiruvalluvar University, Vellore for both the UG and PG courses.
- Every month Unit test is conducted for CIA marks.
- At the end of the semester, model examinations have been conducted based on the University exam pattern.
- Student's efficiency in their subjects is also evaluated by giving assignments and seminars in the latest topics as a part of CIA.

6.3.4 Research and Development

- The last accreditation observed the need for the College to respond to the growing importance of developing a vibrant research culture in campus.
- To promote quality in research all the faculty members are encouraged to take up minor and major research projects.
- Conferences, workshops and seminars were asked to organize and attend, to enrich the faculty and the students about new concepts, applications, new research tools and research areas.
- Teaching staff are encouraged to publish their research articles in reputed national and international journals.
- Part Time Ph.D. is being offered in Chemistry.
- Staff Members with M.Phil and Ph.D. Guideship, guide part time/full time research scholars.
- Faculty members are publishing articles in National/ International Journal/E Journals.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library:- List containing Name of the book, Author of the book, Title of the book, Publisher's name, Cost of the book etc., have been (~ 20,000) computed.

Physical infrastructure:. Proposal for requesting enough number of class rooms and Laboratories sent to the Government of Tamilnadu through our authority, Director of Collegiate Education.

Instrumentation:- To promote research in all the departments, they are encouraged to equip with required number of instruments/Equipments from various funding allotments.

ICT: - Yet to be activated effectively in the campus.

6.3.6 Human Resource Management

Meetings have been held by the administration with teaching and non teaching staff to computerise the files and to act punctually and perfectly in all academic and administrative matters. Also it is suggested to avoid delay in taking any decision related to academic and administrative matters

6.3.7 Faculty and Staff recruitment

Faculty and administrative staff recruitment is under the purview of the state Government. However in case of necessity, the college administration takes steps to appoint both guest lecturers and non-teaching staff through Parent-Teacher Association.

6.3.8 Industry Interaction / Collaboration

Collaboration with various industries is planned to give thrust to campus placement of students.

6.3.9 Admission of Students

- Single Window Counselling System is followed for UG admissions. Students of various disciplines are admitted as per existing guidelines prescribed by the Director of Collegiate Education, Chennai. The admission process is carried out transparently through open counseling system, which ensures equal opportunity to all the applicants.
- For the single window counselling system, the data on the application forms are processed and stored for the retrieval of various categories of information, and for admission as per the guidelines of the Government of Tamilnadu.
- The conventional rank listing method admission to respective courses is done for PG admissions.
- For M.Phil Courses and Ph.D programmes, entrance exam is conducted and admissions are made following the guidelines issued in the regulations of Thiruvalluvar University

6.4 Welfare schemes

Welfare schemes for Teaching, Non-Teaching and Students For Teaching and Non teaching Staff Members

- As provided by the Government of Tamilnadu, Provident Fund and Medical insurance scheme is being implemented by the government for the welfare of the staff.
- Festival advance is given once in a year for those who apply for it
- Government loan schemes to purchase house and vehicles are available for all the staff members.
- The employees are eligible to get accommodation in Tamil Nadu Housing Board at subsidized rent.
- An employee's cooperative thrift society is functioning in the college in which Teaching and Non – Teaching staff are members.
- Both teaching and Non-Teaching staff can avail themselves loans from the society at low interest rates.

For Students

- Government scholarships are available for all SC and ST students. In case of BC and MBC students scholarships are available for those who belong to low income group.
- Free bus passes up to 30 km are issued by the state government to all the students.
- Train passes on concessional rates are issued to students.
- Two free hostels run by government welfare boards offer accommodation to SC/ST, BC/MBC male students who hail from far off places.
- For female students a separate hostel is run by the government.

6.5 Total corpus fund generated

Being a Government institution any government college cannot generate corpus fund.

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NO	-	NO	-
Administrative	NO	-	NO	-

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes - No ✓

For PG Programmes Yes - No ✓

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The system of instant examination has been introduced.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The University encourages the institutions to attain autonomy.

6.11 Activities and support from the Alumni Association

NIL

6.12 Activities and support from the Parent – Teacher Association

- The parents are extending their support and co-operation for the college.
- PTA stands for the betterment of student community.
- Feedbacks are used to provide better amenities and academic help.
- Departments organise a one-to-one dialogue with parents whose children need attention and counselling services offered to enhance performance.
- Due to the shortage man power in the Teaching staff and Non-Teaching staff, a few are being managed by PTA fund.

6.13 Development programmes for support staff

- Support staff, are encouraged to pursue their higher studies with proper permission from the Director of Collegiate Education, through correspondence mode to equip them and to enhance their promotional opportunities.
- They are sent to attend periodic in-service programmes to increase their skills. Computer training programmes, networking, e-mail and other related aspects are given in training to the support staff by the CLP or by hiring external experts.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Saplings have been planted in the campus to make the campus green.
- Solid waste in the chemistry lab is collected separately and disposed off carefully.
- Integrated environmental Education in the curriculum.
- As per the guidelines of UGC, animal use in Zoology practical curricula is minimized. Digital alternatives are used.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

NIL

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

Question bank formed from University Theory Question papers which have not been utilised when conducting the examinations are properly collected with the permission of Chief Superintendent, subject wise, bounded and utilised by the ongoing students to get accomodise with University question pattern.

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

- Saplings were planted in the campus to make the campus green.
- As per the guidelines of UGC, animal use in Zoology practical curricula is minimized.
- Proposal to establish solar panel as alternative resource for electricity have been sent by the college to government.
- Usage of paper cups and paper plates is suggested in the canteen and campus.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strength: Well qualified and Experienced Faculty.
Weakness: Lack of infrastructure such as class rooms and laboratories.
Opportunities: Providing knowledge for rural students through education and uplifting them in the society.
Threats: Lack of language proficiency and financially poor background pose a big challenge.

8. Plans of institution for next year

- To go for the vision and mission of the college and achieve 100%.
- To update the method of teaching technology using all kind of Audio Visual Aids.
- To promote research, various efforts will be taken in all the segments of research field.
- To increase the infrastructure of the college - more class rooms and laboratories - efforts have to be taken effectively.


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Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Annexure-1

Academic Calendar 2009-2010

Date	Particulars
17.06.2009	College Reopening for the academic year 2009-2010
15.08.2009	Independence Day
17.08.2009- 21.08.2009	First Internal Examinations
14.09.2009- 18.09.2009	Second Internal Examinations
26.10.2009- 30.10.2009	Third Internal / Model Examinations
10.11.2009	Odd Semester Last Working day
18.11.2009- 08.12.2009	Thiruvalluvar University Examination for ODD semester
11.11.2009	Winter vacation starting day
01.12.2009	Winter vacation ending day
02.12.2009	College Reopening for even semester
21.01.2010- 27.01.2010	First Internal Examinations
26.01.2009	Republic Day
08.02.2010 - 12.02.2010	Departmental association inaugural and valedictory meetings
22.02.2010- 26.02.2010	Second Internal Examinations
08.03.2010	Women's day celebration
17.03.2010- 09.04.2010	Thiruvalluvar University Practical Examinations-schedule
05.04.2010- 10.04.2010	Third Internal / Model Examinations
19.04.2010- 13.05.2010	Thiruvalluvar University theory Examinations-schedule
20.04.2010	Last Working day for the academic year 2009-2010
21.04.2010	Summer vacation starting day

Annexure-2

FEED BACK ANALYSIS

The Internal Quality Assurance Committee suggests the system of getting student feedback by framing the feedback format, monitoring the course of procuring feedback, analyzing and addressing the needs arising out of the process. Feedback on the Curriculum, Infrastructure facilities, Teacher-Student Rapport, etc. are collected, documented, analysed for improvements in future. As a Student Welfare Measure, the College follows the Tutorial System in which Students meet Tutors after regular teaching hours in order to document their responses. The departments are required to incorporate the possible and necessary modifications in the teaching, learning and evaluation methodology to be adopted henceforth.

Annexure-i

BEST PRACTICE – 1

1. Title of the practice

Previous semester University Theory Question Paper Bank created and utilized by teachers and students.

2. Goal

Departments bind these previous semester Question papers and form question paper bank and the students get benefitted by preparing answers for the University Questions asked repeatedly in their subjects.

3. The Context

Students collect the questions from the question bank for their concerned syllabus and go through the questions. Students get exposure and accustom themselves for the questions which are asked repeatedly by the University.

4. The Practice

Remaining, unutilised question papers after completion of the University theory examinations after every semester are collected department wise /subject wise and handed over to the concerned Departments. The collected question papers were compiled and bounded and kept in the departmental library semester wise. Student can approach the department library and can prepare answers for the questions asked repeatedly in the University Theory Examinations.

5. Evidence of success

Pass Percentage will be the bench mark for this practice carried out.

6. Problems Encountered and Resources required

Mischievous students tear the question papers from the bound and in future a small reading room can be provided so that these question papers can be handled safely as reference books alone or can go for e-format.